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ATTACHMENT D

TMS Assistance in the Formulation of New Programs being Planned or the Revision of Existing Programs

1. When new programs are being planned or present programs revised, the Training Methods Staff can help the instructor in setting up his individual lesson plans by:

- a. Showing the instructor the proper procedure to be employed in developing and augmenting any training or lesson plans as to the instructional techniques and aids available for use.
- b. Appropriate study material should be readily available to assist the instructor in overcoming and solving those presentation problems relative to a particular subject.
- c. Acquainting instructors with the services available from the TMS and the agency to assist him in the performance of his job.

2. In conferences with the instructor the Training Methods Staff can:

- a. Assist in formulating lesson plans with instructors
- b. By observation analyze the effectiveness of a lesson plan
- c. With the instructor make necessary revisions to a lesson plan

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